N O T I C E

DATE: **OCTOBER 1, 2006**

RE: **ELECTRONIC CASE FILING POLICES & PROCEDURES**

The court's Electronic Case Filing Policies and Procedures is amended.

An explanation of the changes appear below:

Section 1 <u>Definitions</u>

(b). The change clarifies that only attorneys are issued a login and password.

(i). The change is stylistic, i.e., it adopts the term "Paper Filing" as used in a proposed amendment to the Federal Rules of Civil Procedure, Rule 5.2, effective December 2007.

(j). The change is to show a new definition "Pay.gov."

<u>Section 3. Initial Papers</u> - The change reflects the requirement that Complaints and Notices of Removal are to be filed electronically.   The term "Paper Filing" is substituted for "Paper Form."

<u>Section 5. Disk or CD ROM</u> - The change shows that Section 5 is stricken and the text moved to Section 3. Because Section 5 is stricken, the following Sections are renumbered.

<u>Section 5. Eligibility, Registration, Passwords</u> - The change is stylistic by substituting "Paper Filing" for "Paper Form."

<u>Section 6. Consequences of Electronic Filing</u> - The change is stylistic.

<u>Section 7. Entry of Court Orders and Related Papers</u> - The change clarifies that an Order filed electronically signed with an s/ has the same force and effect as a handwritten signature.

<u>Section 10. Courtesy Copies</u> - This change clarifies that courtesy copies of motion papers are to be mailed or delivered to chambers.

Section 11. Sealed Documents -   The change is stylistic by substituting "Paper Filing" for "Paper Form."

Section 14. Retention Requirements - The change is stylistic by substituting "Paper Filing" for "Paper Form."

Section 15. Service of Documents by Electronic Means - The change clarifies that the ECF Registration form is submitted by the Filing User.

Section 18. Sensitive Information - The change adds text to subsection (1). The added text "tax identification number" is taken from proposed Federal Rule of Civil Procedure 5.2, effective December 2007.